

## SELECTBOARD MEETING

### *Approved Minutes*

October 28, 2013

7:00pm Calais Town Hall

**Attending:** Denise Wheeler, John Brabant, Scott Bassage, Toby Talbot, Rose Pelchuck, Will Walters, Peter Harvey, Betsy Parah, Josh Schultz, Gary Schultz, Noreen Bryan, Sandra Luce, Shirley Luce and Timothy J. Luce.

### **Actions:**

The meeting began with changes to the Agenda by Denise Wheeler, noting some people listed on the agenda would not be here this evening. The Joy Curb Cut Application will be handled by AOT since it is on state highway Route 14, not in the town's jurisdiction.

Approval of the August 18<sup>th</sup> Joint Meeting Minutes – Toby Talbot made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 5-0.

Approval of the October 17<sup>th</sup> Joint Meeting Minutes – Scott Bassage made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 3-0-2. Toby Talbot and John Brabant abstained from the vote.

Approval of the October 14<sup>th</sup> Meeting Minutes – Toby Talbot made a motion to approve the Minutes. Denise Wheeler provided some typo corrections. Scott Bassage made one change. The motion was seconded, voted on and carried 5-0.

Town Invoices and Road Commissioner's Orders of the Day - The Selectboard reviewed and processed the invoices and orders of the day as per usual protocol.

Road Commissioner Update – Alfred Larrabee is on vacation this week. Denise Wheeler informed the Selectboard that the road crew began the five-day workweek this week. The Selectboard wrote a letter to the Road Commissioner, made some revisions to it and it is now ready to send. John Brabant made a motion to send the letter to Alfred Larrabee. The motion was seconded, voted and carried 4-1. Toby Talbot voted against the motion.

Town Appointments – Betsy Parrah expressed interest in serving on the Planning Commission. Denise Wheeler made a motion to appoint Betsy Parrah to fill the unexpired term of Carol Beatty on the Planning Commission that expires in 2015. The motion was seconded, voted and carried 5-0.

DRB appointment – There is a current shortage of members and alternates to hear cases before the Development Review Board. Denise Wheeler made a motion to appoint John McCullough to the DRB Alternate position that expires in 2014 and to appoint Anne Winchester to the DRB Alternate position that expires in 2015. The motion was seconded, voted and carried 5-0. Jane English may be interested in serving on the DRB in the regular position. Denise Wheeler will follow up with her.

Letter of Support to Vermont Housing & Conservation Board – The Selectboard finalized a letter supporting The Nature Conservancy's proposal to acquire 108 acres adjacent to the Chickering Bog natural area. Details of the proposal were presented at the August 26, 2013 Selectboard Meeting. The Selectboard authorized Denise Wheeler, Chair, to sign the letter and send it.

Selectboard Members Workshop Attendance – Scott Bassage and Denise Wheeler recently attended a workshop on trees that was very worthwhile. Saturday is the next Selectboard Institute workshop they are going to. Snelling Center has another event on November 4<sup>th</sup> called "Effecting Change in Montpelier", which is free and open to the public. Another workshop on planning and zoning sponsored by VLCT is also coming up in November. Details can be found on the flyers in the town office.

R-O-W Permit on Dugar Brook Road – Gary Schultz and Josh Schultz came before the Selectboard to explain their intent to move utility wires servicing their house from above ground to underground, which means going under Dugar Brook Road. Washington Electric Co-op is moving the power poles so this makes the best time to change over, Gary Schultz reported. They understand putting it down as far as they can get down is important. Alfred Larrabee recommends putting the conduit down 6 feet or it needs to be encased in cement. Scott Bassage made a motion to approve the permit with conditions to contact the Road Commissioner to borrow road-closed signs and other conditions as on the permit. The motion was seconded, voted and carried 5-0.

Grant Application for Calais Lakes & Ponds Committee – Noreen Bryan came before the Selectboard with Ann Smith, Friends of the Winooski (by phone), to discuss the education grant application, which will focus on extending the town road assessment done by the CVRPC and for private road runoff reduction. Private roads and driveways have an impact on waterways; this grant will provide an educational program with landowners (storm water runoff in general). Grant would go in under Calais but would also focus on the other towns, too in the North Branch and Kingsbury Branch towns. Outreach will be available but no matching funds. The town does not have to provide any funds to obtain the grant. The town can help with getting the word out through FPF and getting people interested. Interested homeowners will be given recommendations to improve runoff reduction from their driveway. Timeframe: the education grant will begin in April or May 2014 and continue going to spring of 2015. The grant request is for \$7,500.00 with in kind work of \$1,775.00 in all the towns (Worcester, Middlesex, East Montpelier, Calais and Woodbury) in the large Winooski watershed. The awards will be made in January or February 2014. Ann Smith has once again requested letters of support from the towns listed above to obtain the grant. Ann Smith will get the final version of the grant application to Noreen Bryan to provide to the Selectboard. Scott Bassage made a motion to support this grant application as presented. The motion was seconded, voted and carried 5-0.

Calais United Church Restoration – Sandy, Timothy and Shirley Luce came before the Selectboard to inform the town about their efforts to restore the East Calais church. Through the contacts of the Historic Preservation Commission, they had an assessment of the building done. Some work needs to be done ASAP because storm water runoff has eroded around the building. The Luce's would like permission to work in the town's right-of-way, dig around the church, and put in drainage tile and drainage stone. They asked if the town would donate some drainage stone. Denise Wheeler made a motion to donate a load of drainage stone for the project. The motion was seconded, voted and carried 5-0. Toby Talbot made a motion to approve the Right-of-Way Permit as presented to work on Monday, November 11<sup>th</sup> with the stone delivered ahead of time. The motion was seconded, voted and carried 5-0. Roads signs can be borrowed from the town.

Calais Roads Advisory Committee – Peter Harvey explained the committee has not been meeting regularly since they scheduled regular meetings. Peter will keep working on it.

Health Insurance update – Denise Wheeler reported that Donna Fitch has enrolled the town into the system and put the town employees into the system. Donna will register in the system first and see how it goes.

Updated Time Sheet for the Road Crew – Denise Wheeler will draft a new time sheet that will provide more information. The Selectboard discussed overtime hours in general. John Brabant spoke about the current system of unlimited OT with no checks/balances. Further discussion on limiting overtime hours will be forth coming.

Proposed Changes to Zoning – The Selectboard began discussion on the proposed changes to Zoning. The Planning Commission did not show up, therefore it will be on the next agenda.

Tentative Agenda for the November 11<sup>th</sup> Meeting

- Minutes Approval from October 7<sup>th</sup> and October 28<sup>th</sup>
- Proposed changes to Zoning Regulations
- Review draft time sheet

- Discuss overtime hours: compare to area towns
- Selectboard Institute trainings
- Budget Update and Health Insurance Update: Donna Fitch
- Changes to Zoning Fee Schedule re: Historic District
- Discuss schedule of December & January meetings

Toby Talbot made a motion to adjourn at 8:25pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

Rose Pelchuck  
Selectboard Member and Administrative Assistant